



**Request for a  
Pre-Application Conference  
Fees: \$620.00 with Letter of Understanding  
\$270.00 with no Letter of Understanding  
\$1620.00 Letter of Development Rights Determination only**

Section 9.5-43 of the Monroe County Land Development Regulations allows an applicant for development approval to submit a request in writing for a pre-application conference with the Development Review Coordinator. This section further states:

*“Prior to the conference, the applicant shall provide to the Development Review Coordinator a description of the character, location, and magnitude of the proposed development”*

When requesting a pre-application conference, along with a written request and the associated fee, the applicant shall provide the following: \*

**For development on improved properties seeking verification of lawful establishment for residential unit(s):**

1. A property card; and
2. 1986 Aerial photograph showing the dwelling unit; and
3. A property survey with existing structures and setbacks; and
4. Letters from the following agencies with the following information;
  - a. Florida Keys Electric Cooperative (Middle Keys) or Key West Electric (Lower Keys)
    - i. Beginning date of electric service and type of use served (residential or commercial).
    - ii. Records for the year 1990
    - iii. If 1990 is not available, the years 1986-1991 are required.
  - b. Florida Keys Aqueduct Authority
    - i. Amount of hook-ups; date(s) established and records for the year 1990
    - ii. If 1990 is not available, the years 1986-1991 are required.
  - c. Solid Waste
    - i. Solid Waste Tax for the year 1990
    - ii. If 1990 is not available, the years 1986-1991 are required.
  - d. Florida Department of Health Operating Permit (RV parks and/or mobile homes)
    - i. 1990 indicating the number of RV's and mobile homes
    - ii. If 1990 is not available, the document closest to 1990.
5. Documentation of any pending or historical Code Enforcement violations\*\*; and
6. A preliminary Site Plan; and
7. A clearly written description of the proposed development.

**For development on improved properties with commercial/office space:**

1. Same as required for residential units including:
  - a. Occupational Tax
    - i. Indicating payment and the type of business served for the years 1990-1996.

**For development on unimproved properties:**

1. A property record card
2. A boundary survey
3. A preliminary site plan
4. Documentation of any pending or historical Code Enforcement violations associated with the property\*\*
5. A clearly written description of the proposed development

**The pre-application conference will not be scheduled until the Planning Department receives all of these materials.**

The attached pre-application form may be submitted as a written request accompanied with a check for the pre-application fee, made payable to the Monroe County Planning Department, for \$500.00 or \$600.00.

Any questions may be directed to the Sr. Administrator of Development Review and Design at 289-2500.

\*Additional information is required for antenna-supporting structures. Please refer to the Wireless Communication Supplement.

\*\* Please contact Code Enforcement at one of the following numbers depending on the location of the property in question:

Upper Keys - (305) 852-7135  
Middle Keys - (305) 289-2810  
Lower Keys - (305) 292-4493

\*\* Please contact the Building Department at one of the following numbers depending on the location of the property in question:

Upper Keys - (305) 852-7100  
Middle Keys - (305) 289-2501  
Lower Keys - (305) 292-3990

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Request Form**  
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Office Use Only

Received: \_\_\_\_\_

Conf. Date: \_\_\_\_\_

Site Visit Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address (City, State, & Zip): \_\_\_\_\_

Daytime Phone Number & Fax: \_\_\_\_\_

Applicant's/Agent's Name (if not the owner) (circle one): \_\_\_\_\_

Mailing Address (City, State & Zip) \_\_\_\_\_

Daytime Phone Number & Fax: \_\_\_\_\_

Location of the Property (if in metes and bounds attach separate description):

Physical Address of Property: \_\_\_\_\_

Key: \_\_\_\_\_ Real Estate No.: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Size of Property: \_\_\_\_\_

Size of Proposed Development: \_\_\_\_\_

Clear Description of Proposed Development (attach extra sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

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**PROPERTY HISTORY:**

Has the property received any permits from the Monroe County Building Department? Please verify with the Building Department\*\*.

YES ☐ NO ☐ (If YES, a complete history is mandatory).

Has this property been cited for violations by Monroe County Code Enforcement? Please verify with Code Enforcement\*\*.

YES ☐ NO ☐ (If YES, a complete history is mandatory).